

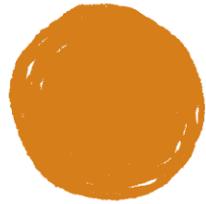
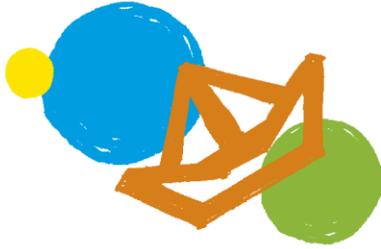
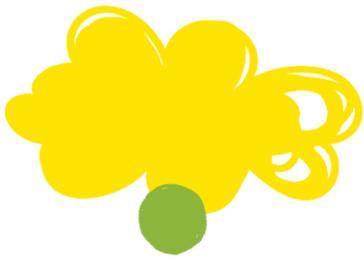


# WITHDRAWAL FORM

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www.optimist-international-school.nl

**OPTIMIST  
INTERNATIONAL  
SCHOOL**



**STUDENT WITHDRAWAL FORM**

Parents should return this form to the school administration office to withdraw their child from the school.

**About your child:**

Name of student \_\_\_\_\_

Current Year Group \_\_\_\_\_

Last day of school will be \_\_\_\_\_

**Reason for withdrawal**

- Alternative School
  - Moving Abroad
  - Other \_\_\_\_\_
- \_\_\_\_\_

**Your child's future education:**

Name and address of next school \_\_\_\_\_

\_\_\_\_\_

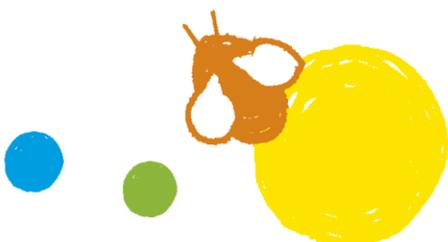
School contact: \_\_\_\_\_

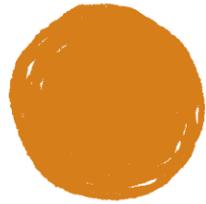
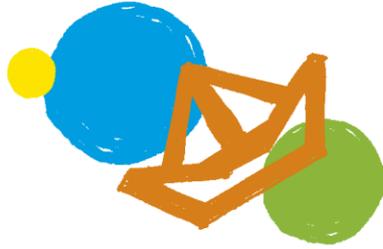
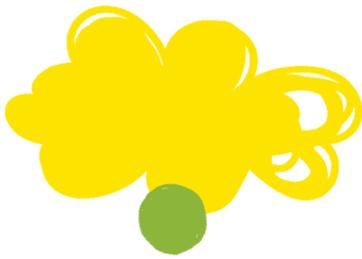
School e-mail address: \_\_\_\_\_

**Your new contact information:**

Forwarding Address & Contact Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Our legal position:**

As a Dutch international school, we have a responsibility to ensure students who leave our school are de-registered or transferred within the central student registration system in The Netherlands. Student transfer reports or references are not released until all outstanding obligations including finance, have been met.

**WITHDRAWAL OF STUDENTS**

**The following notice period for withdrawal apply:**

A notice period is required before you leave; at least **six weeks' notice is necessary** if you leave between the beginning of the school year and 1 April. We stipulate that the notice period is either served in school or paid in lieu.

If you leave later in the school year, after 2 April, and until the end of the school year when you have already confirmed a place for your child, a notice period of at least **eight weeks' notice is necessary**. We stipulate that the notice period is either served in school or paid in lieu.

**If you give notice of withdrawal during the summer holidays, after confirming a place for the next academic year, the deposit fee will be retained by the school in lieu of a notice period.**

**Refund of school fees:**

If a family is leaving Optimist International School during the school year, an entitlement for a refund of a percentage of the school fees paid is calculated below:

**This refund is made only if all financial obligations have been met and the appropriate notice period as indicated in both the Admissions and School Fees Policy have been fulfilled. When one or both stipulations have not been fulfilled, the deposit fee, paid upon registration, will be retained to cover any financial shortfall.**

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Confirmation by Optimist International School**

The withdrawal of \_\_\_\_\_ is acknowledged and recorded.  
School administration: \_\_\_\_\_ Date: \_\_\_\_\_

